

THE WHITE HOUSE
WASHINGTON

22-2118/1

January 18, 1982

MEMORANDUM FOR ALL DEPARTMENTS AND AGENCY HEADS

FROM: CRAIG L. FULLER *CF*
ASSISTANT TO THE PRESIDENT
FOR CABINET AFFAIRS

SUBJECT: REAGAN ADMINISTRATION EXECUTIVE FORUM

At 10:30 a.m., Wednesday, January 20, 1982, a Reagan Administration Executive Forum has been scheduled. The President as well as several senior members of the Administration will address the appointed members of the Administration who are invited to attend this meeting which marks the one-year anniversary of President Reagan's inauguration.

Detailed instructions and tickets for this event are enclosed.

We appreciate your assistance in disseminating information about the Forum to the appropriate employees and look forward to your participation.

Enclosure

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INSTRUCTIONAL MEMO

1. You will find enclosed 2 tickets for the Presidential, Schedule C, and Non-Career SES Appointees in your department/agency.
2. Return the names of those appointees who will be using the tickets, corresponding ticket numbers, and all unused tickets to the:
Presidential Advance Office
Attention: Marti J. Frucci
The White House, OEOB Room 179

by 2:00 p.m., Tuesday, January 19, 1982.
3. Please advise ticket holders that the doors will close promptly at 10:20 a.m. Because of the large number to be cleared through magnetometers, early arrival is encouraged.
4. One reserved seating area ticket stamped on back of ticket) is enclosed for the department/agency head. (This area will be reserved only until 10:15 a.m.) Other seating will be on a first-come, first-served basis.